



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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To: All AFOs in California

From: State Staff Ranger, California

Subject: Procedures for Law Enforcement Personnel Called to Active Duty

The following exit procedures are required for any Law Enforcement Officer (LEO) called into active service:

- T Effective Date - Noted and submitted to the State and National Law Enforcement Offices
- T Duty Weapons - Secured and submitted to an authorized supervisor in the Area Field Office (AFO), or the state law enforcement office (CASO).
- T Badge and Credentials - Secured and submitted to an authorized supervisor in the AFO or CASO
- T General Orders - secured and submitted to an authorized supervisor in the AFO or CASO
- T DI-105 - Listing the officer's duty weapons, badge, credentials, and their General Orders - submitted to the CASO for the officer's file.

Once the CASO receives notice of the above, the National Office will prepare a suspension memo to be placed in the LEO's file. The Office of Personnel Management (OPM) will generate information regarding documentation for this type of personnel action on an SF-50, to identify reservists who are involved in this effort under Operation Enduring Freedom. An SF-50 must be submitted by the Field Manager to document their leave and health benefits coverage.

Signed by:
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